
TRACKING YOUR PROGRESS

This tool is designed to help a team that has experienced a Harwood Institute training or orientation. The goal of the chart is to keep the team moving and putting what they learned to use.

THERE ARE TWO OPTIONS FOR HOW TO USE THE TOOL:

- 1 Hang the poster with the full chart (found on page 76) on a wall.* Use it to start a conversation and track how you are doing. Write on the chart. Keep track and keep moving forward.

Or

- 2 Build your own chart using the blocks (found on page 77).* This lets you customize size and add pieces and notes into the chart. Follow these steps to build your own.

Find a place where you can hang your chart where people will see it, such as a staff room or meeting room that people regularly use.

Start your chart with a blank piece of poster board, flip chart or other paper. Be sure to use material for your chart that you can write on with colored markers. If possible, put it on a surface so you can use pushpins.

Pick a location that can be dedicated. You'll be creating the chart over time.

Start your chart by cutting out the 0 – 3 months blocks of text. Start by putting these first three blocks on your chart. Use the completed chart as a guide for where to place them.

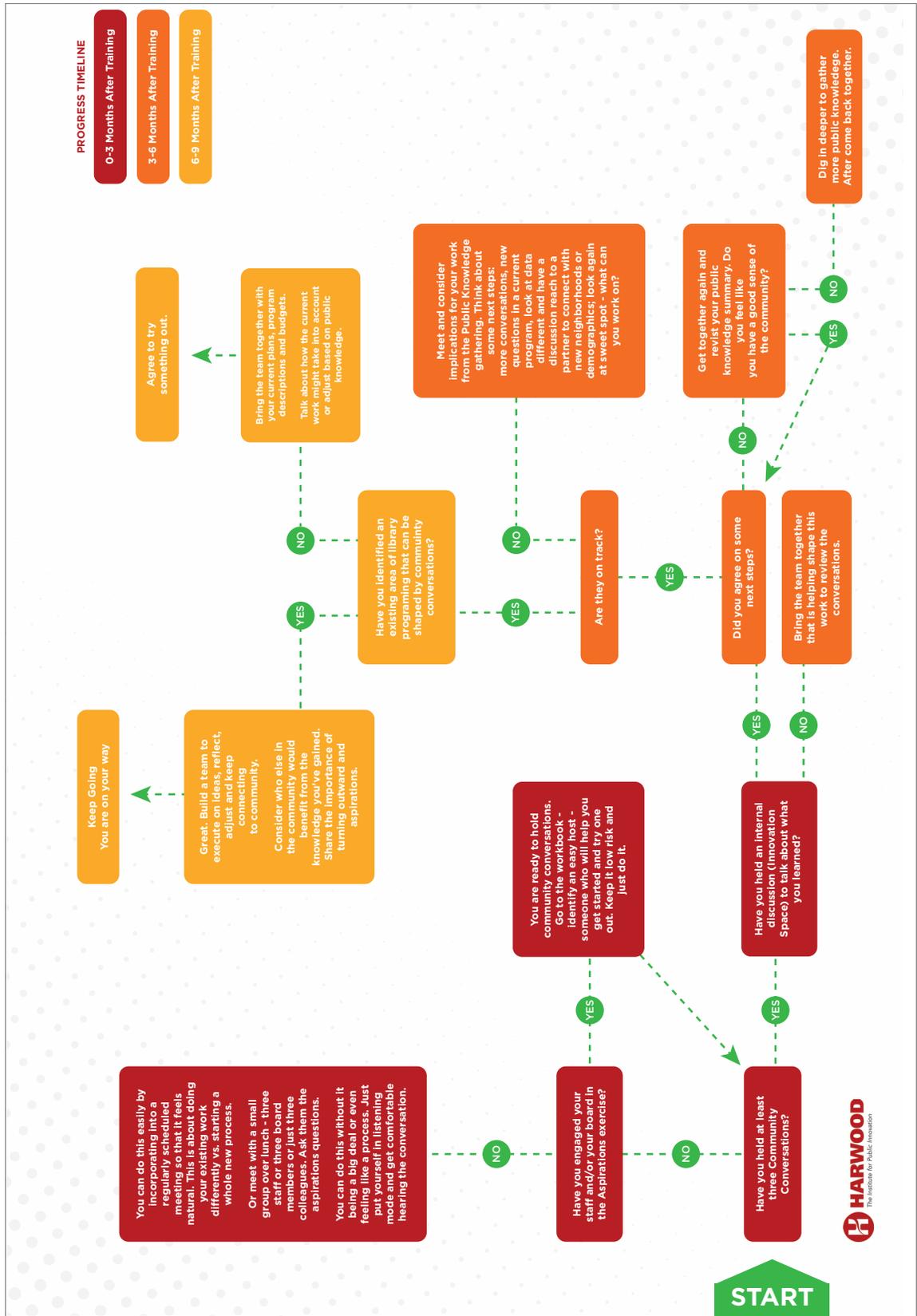
- *You are ready to hold Community Conversations. Go to the workbook – identify an easy host someone who will help you get started and try one out. Keep it low risk and just do it.*
- *Have you held at least three Community Conversations?*
- *Have you engaged your staff and/or Board in the Aspirations exercise?*

You're on your way!

Enter the remaining blocks of text for the 0 – 3 month period of time. As you complete each step and can answer 'yes,' add in blocks for the next steps.

* Visit www.ala.org/LTC/resources to download printable versions of these charts.

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This tool is designed to help a team that has experienced a Harwood Institute training or orientation. The goal of the chart is to keep the team moving on putting what they learned to use.



You can do this easily by incorporating into a regularly scheduled meeting so that it feels natural. This is about doing your existing work differently vs. starting a whole new process.

Or meet with a small group over lunch - three staff or three board members or just three colleagues. Ask them the aspirations questions.

You can do this without it being a big deal or even feeling like a process. Just put yourself in listening mode and get comfortable hearing the conversation.

Have you held an internal discussion (Innovation Space) to talk about what you learned?

You are ready to hold community conversations. Go to the workbook - identify an easy host - someone who will help you get started and try one out. Keep it low risk and just do it.

0-3 Months After Training

Have you held at least three Community Conversations?

Have you engaged your staff and/or your board in the Aspirations exercise?

6-9 Months After Training

Keep Going
You are on your way

Great. Build a team to execute on ideas, reflect, adjust and keep connecting to community.

Consider who else in the community would benefit from the knowledge you've gained. Share the importance of turning outward and aspirations.

Have you identified an existing area of library programming that can be shaped by community conversations?

3-6 Months After Training

Are they on track?

Did you agree on some next steps?

Bring the team together that is helping shape this work to review the conversations.

Agree to try something out.

Bring the team together with your current plans, program descriptions and budgets.

Talk about how the current work might take into account or adjust based on public knowledge.

Meet and consider implications for your work from the Public Knowledge gathering. Think about some next steps: more conversations, new questions in a current program, look at data different and have a discussion reach to a partner to connect with new neighborhoods or demographics; look again at sweet spot - what can you work on?

Get together again and revisit your public knowledge summary. Do you feel like you have a good sense of the community?

Dig in deeper to gather more public knowledge. After come back together.

